

**Selectboard Agenda
Johnson Municipal Offices**

Date: Monday, November 1st, 2021

Agenda:

CALL TO ORDER

REVIEW OF AGENDA AND ANY ADJUSTMENTS, CHANGES AND ADDITIONS

6:45 p.m. Review Invoices and Orders

7:00 p.m. Review and approve minutes of meetings past October 11 and 18, 2021

7:05 p.m. Treasurer's Report and review and approve bills, warrants, licenses and any action items.

7:15 p.m. Review Planned Purchases

7:25 p.m. Administrators Report

Members of the Public:

None Scheduled

ADMINISTRATOR'S REPORT: (D) Discussion (I) Information (A) Action

1. (D, A) P3 Town of Johnson and Vermont Electric Coop Stormwater Planning (10 minutes)
2. (D, I) Collecting Information on ATVs in Downtown Johnson (30 minutes)
3. (D, A) Brownfields Committee Appointments (10 minutes)
4. (D, A) Evergreen Ledge Cemetery Deed (10 minutes)
5. (D, A) Racial Justice Committee Resignation (5 minutes)
6. (D, A) School Merger Vote Process and Article Language (5 minutes)
7. (D, A) Record Retention Policy (10 minutes)
8. (D, I) Manchester Stormwater Infrastructure (10 minutes)
9. (D, I) Update on Salt Shed Improvements (5 minutes)
10. (D, I) Executive Session to Discuss Hiring a New Public Works Operator (15 minutes)

Selectboard issues/concerns, Executive Session (if needed) Adjourn

Town Administrator's Report

Date: Monday, November 15, 2021

Agenda:

CALL TO ORDER

REVIEW OF AGENDA AND ANY ADJUSTMENTS, CHANGES AND ADDITIONS

6:45 p.m. Review Invoices and Orders

7:00 p.m. Review and approve minutes of meetings past October 11 and 18, 2021

7:05 p.m. Treasurer's Report and review and approve bills, warrants, licenses and any action items.

7:15 p.m. Review Planned Purchases

7:25 p.m. Administrators Report

Members of the Public:

None Scheduled

ADMINISTRATOR'S REPORT: (D) Discussion (I) Information (A) Action

1. (D, A) P3 Town of Johnson and Vermont Electric Coop Stormwater Planning (10 minutes)

The town of Johnson and the Vermont Electric Coop were involved in a stormwater planning grant together as a Public Private Partnership (P3). The project provided up to 30% of the engineering and design work. If there is interest from the local partners the project can continue to move forward.

2. (D, I) Collecting Information on ATVs in Downtown Johnson (30 minutes)

Community members have been invited to provide feedback on the impact of ATVs in our downtown.

3. (D, A) Brownfields Committee Appointments (10 minutes)

Doug Molde is willing to serve on the Brownfields Committee as Johnson's representative.

4. (D, A) Evergreen Ledge Cemetery Deed (10 minutes)

A deed for the sale of one plot to Donald Perkins and Margaret Gebhard has been prepared and is ready.

5. (D, A) Racial Justice Committee Resignation (5 minutes)

Portia Foss has resigned from the Racial Justice Committee.

6. (D, A) School Merger Vote Process and Article Language (5 minutes)

While preparing for Town Meeting we must also prepare for the proposed vote on the merged school district.

7. (D, A) Record Retention Policy (10 minutes)

An update to the records retention policy is available for review and adoption. The policy is not yet comprehensive, but with this update it does address the primary area of concern security cameras.

8. (D, I) Manchester Stormwater Infrastructure (10 minutes)

A map of the stormwater infrastructure around the Manchester Mill property is available.

9. (D, I) Update on Salt Shed Improvements (5 minutes)

Further examination on the proposed improvements to the salt shed have led us to the decision to attempt to make the improvements in house first. Further improvements can be made if necessary.

10. (D, I) Executive Session to Discuss Hiring a New Public Works Operator (15 minutes)

Due to the ongoing union negotiations and possible negotiations with any prospective employee, premature disclosure of the Town's position would place the Town at a substantial disadvantage.

As a result, an executive session to discuss filling the position of Public Works Operator is allowed under 1 V.S.A. § 313(a)(1).

GENERAL INFORMATION ITEMS

Information Items:

1. Vermont Health Dept survey

Budget Items:

1. LCPC request for \$1,877

Legal Issues:

VLCT: PACIF

- 1.

State/Federal Issues:

Administrator's Correspondence:

Workshops:

Newsletters: Lamoille Conservation District Fall 2021

Brochures & Ads: Efficiency Vermont lighting

Selectboard issues/concerns:

Executive Session:

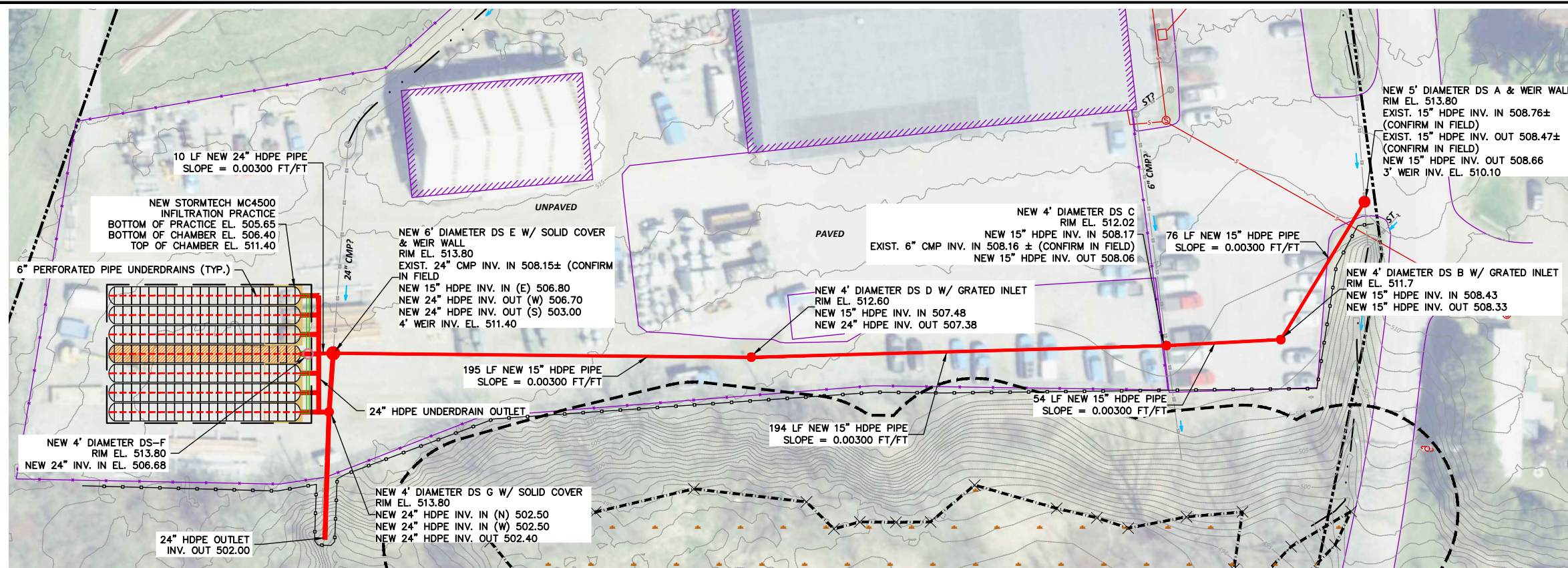
Other Business:

Adjourn

Planned Purchases 11/1 Through 11/15

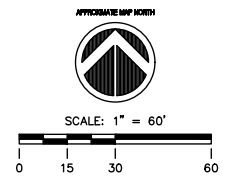
Public Works

Item	Cost	Total
Plant Mix Approx. 30 loads	\$8,000	\$8,000



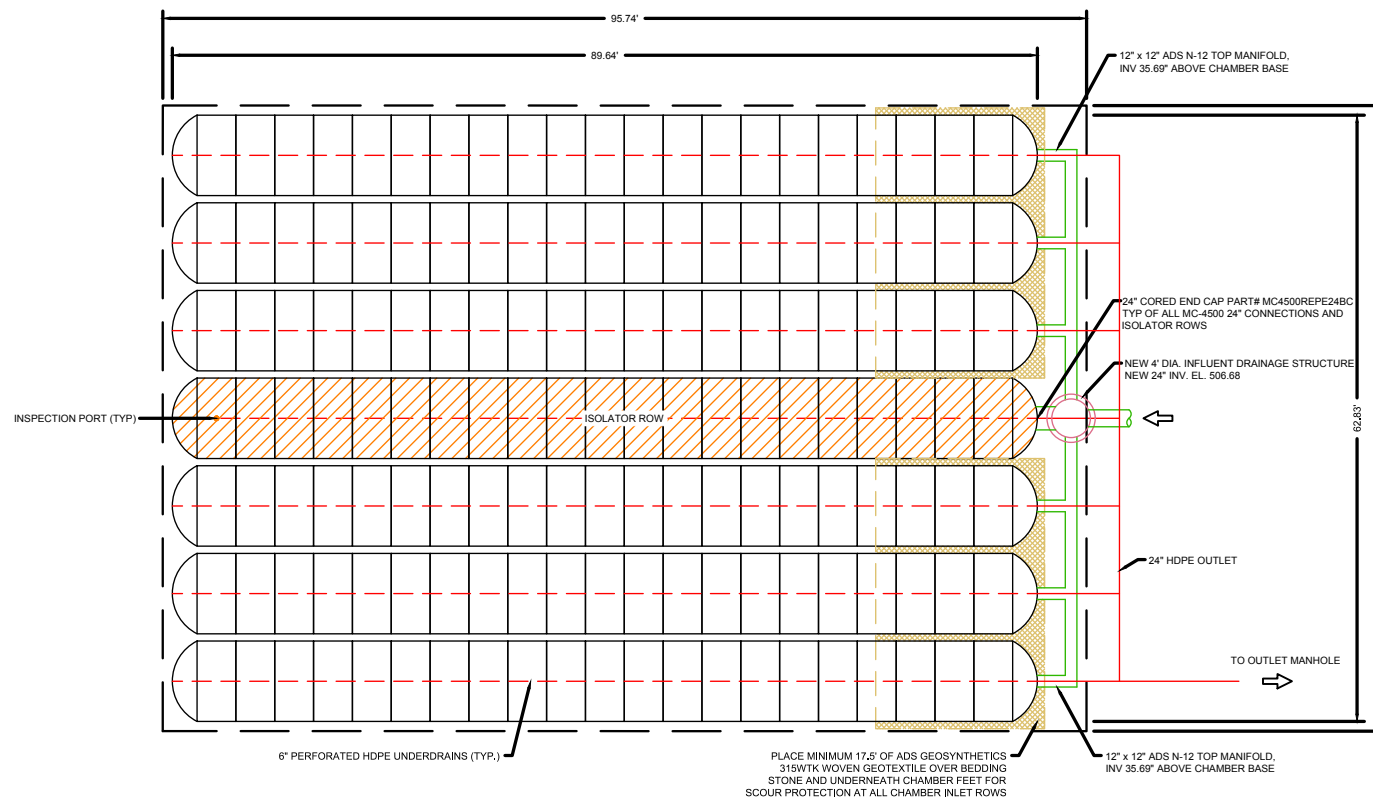
LEGEND:

SYMBOL	DESCRIPTION
	EXISTING STORM DRAIN LINE
	EXISTING DRAINAGE STRUCTURE/CATCH BASIN
	PROPERTY LINE
	EDGE OF PAVEMENT
	SWALE
	HYDRANT
	UTILITY POLE
	CONTOURS
	BUILDING OUTLINE
	SEWER MANHOLE
	WETLAND BUFFER
	WETLAND
	FENCE
	PROPOSED DRAINAGE STRUCTURE (DS)
	PROPOSED STORM DRAIN PIPE
	PROPOSED PERFORATED UNDERDRAIN
	PROPOSED SILT FENCE



SITE PLAN

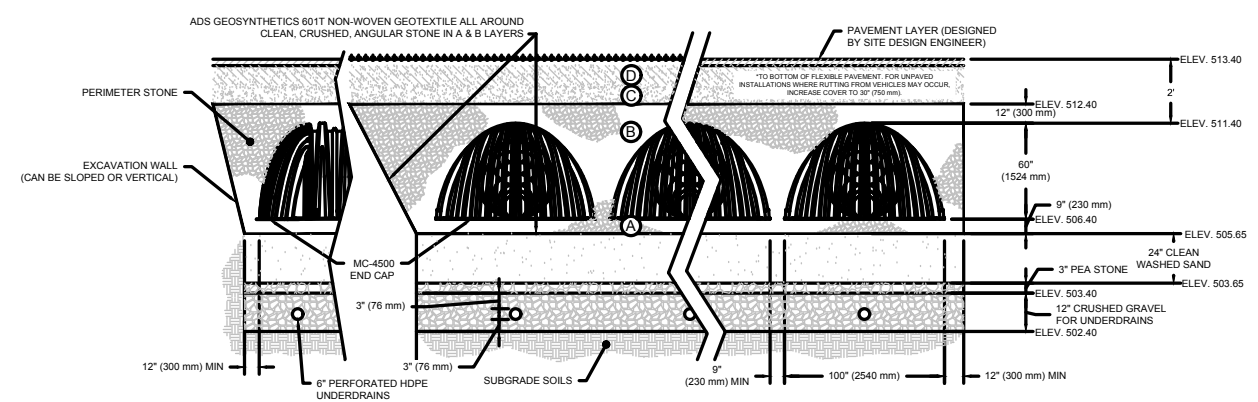
SCALE: 1' = 60'



INFILTRATION CHAMBER PLAN

ACCEPTABLE FILL MATERIALS: STORMTECH MC-4500 CHAMBER SYSTEMS

MATERIAL LOCATION	DESCRIPTION
D	FINAL FILL: FILL MATERIAL FOR LAYER 'D' STARTS FROM THE TOP OF THE 'C' LAYER TO THE BOTTOM OF FLEXIBLE PAVEMENT OR UNPAVED FINISHED GRADE ABOVE. NOTE THAT PAVEMENT SUBBASE MAY BE PART OF THE 'D' LAYER.
C	INITIAL FILL: FILL MATERIAL FOR LAYER 'C' STARTS FROM THE TOP OF THE EMBEDMENT STONE ('B' LAYER) TO 24\"/>
B	EMBEDMENT STONE: FILL SURROUNDING THE CHAMBERS FROM THE FOUNDATION STONE ('A' LAYER) TO THE 'C' LAYER ABOVE.
A	FOUNDATION STONE: FILL BELOW CHAMBERS FROM THE SUBGRADE UP TO THE FOOT (BOTTOM) OF THE CHAMBER.



INFILTRATION CHAMBER - SECTION

NO.	DATE	DESCRIPTION	ISSUE

HOYLE, TANNER PROJECT NO.	129200	FILE NAME	129200 - JOHNSON
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CHECKED BY	KDW
DRAWN BY	MMI

DESIGNED BY	KDW
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DATE:	APRIL 2021
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SCALE:	AS SHOWN
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STATE OF VERMONT
VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION

JOHNSON

SAND FILTER SITE PLAN

FIGURE NO.	1
SHEET	1 OF 1

Vermont Department of Environmental Conservation Public-Private Partnerships Stormwater

Engineer's Opinion of Probable Project Cost - Conceptual Design

Johnson Electric Coop Site - Infiltration SW Practice

4/21/2021

VTrans Pay Item #	Item Description	Total Quantity	Unit	Unit Price	Total Cost
Construction					
201.10	Clearing and Grubbing, Including Individual Trees and Stumps	1	LS	\$3,000	\$3,000
203.15	Common Excavation	2,890	CY	\$16	\$46,240
203.31	Sand Borrow	470	CY	\$30	\$14,100
203.32	Granular Borrow	1,330	CY	\$25	\$33,250
204.20	Trench Excavation of Earth	1,620	CY	\$20	\$32,400
301.15	Subbase of gravel	650	CY	\$40	\$26,000
301.26	Subbase of crushed gravel, fine graded	610	CY	\$40	\$24,400
301.35	Subbase of crushed gravel, coarse graded	380	CY	\$45	\$17,100
406.25	Bituminous Concrete	20	TON	\$205	\$4,100
601.092	6" HDPE Perforated Pipe	630	LF	\$45	\$28,400
601.2605	15" HDPE Pipe (SL)	520	LF	\$30	\$15,600
601.2615	24" HDPE Pipe (SL)	220	LF	\$45	\$9,900
604.20	Precast Concrete Drainage Structure - 4' Diameter	5	EACH	\$5,000	\$25,000
604.20	Precast Concrete Drainage Structure - 5' Diameter w/ weir	1	EACH	\$7,500	\$7,500
604.20	Precast Concrete Drainage Structure - 6' Diameter w/ weir	1	EACH	\$10,000	\$10,000
641.10	Traffic Control	1	LS	\$2,000	\$2,000
649.41	Nonwoven Geotextile	1,630	SY	\$3	\$4,890
649.52	Geotextile for silt fence, woven wire reinforced	250	SY	\$10	\$2,500
651.15	Seed	20	LB	\$10	\$200
651.35	Topsoil (4" topsoil on grassed areas)	10	CY	\$40	\$400
653.01	Erosion Protection & Sediment Control Plan	1	LS	\$2,000	\$2,000
653.03	Maintenance of EPSC (N.A.B.I.)	1	LU	\$1,000	\$1,000
653.12	Straw Mulch	0.3	TON	\$600	\$150
653.20	Temporary Erosion Matting	50	SY	\$2	\$100
653.45	Filter Bag	1	EACH	\$500	\$500
900.62	ADS Stormtech System	1	EACH	\$106,962	\$106,970
900.608	Pea Stone - Choker Layer - 3/8" stone	60	CY	\$65	\$3,900
900.645	Dewatering	1	LS	\$2,000	\$2,000
				Subtotal¹	\$423,600
635.11	Mobilization/Demobilization (5%)				\$21,200
				Subtotal	\$444,800
	Construction Contingency (20%)				\$89,000
Construction Subtotal					\$533,800
Engineering					
	Soil Borings and Testing	1	LS	\$2,500	\$2,500
	Survey	1	LS	\$2,500	\$2,500
	Final Design Engineering	1	LS	\$39,000	\$39,000
	Permitting	1	LS	\$5,000	\$5,000
Engineering Subtotal					\$49,000
Bid and Construction Phase Engineering					
	Bid and Construction Phase Engineering				\$71,000
Bid and Construction Phase Engineering Subtotal					\$71,000
Other Costs					
	Administrative	1	LS	\$2,500	\$2,500
	Easement Assistance	1	LS	\$0	\$0
	Legal	1	LS	\$2,500	\$2,500
Other Costs Subtotal					\$5,000
TOTAL PROJECT COSTS					\$658,800
	Escalation Factor Due to Covid Impacts (25%)				\$164,700
TOTAL PROJECT COSTS					\$823,500

Notes:

- 1.) Construction cost quantities include Contractor's 15% Overhead and Profit.
- 2.) Bid and construction phase engineering is calculated as per the State of Vermont Facilities Engineering Division Engineering Fee Allowance Guidance Document, effective September 1, 2011.
- 3.) Project costs are in 2021 dollars (ENR Construction Cost Index for January 2021 = 11627.94)

CEMETERY DEED

Name of Grantor(s): Town of Johnson

As Trustees of the Evergreen Ledge Cemetery for the Town of Johnson, in Lamoille County, Vermont for the consideration of \$ 275 DOLLARS do hereby Sell and Convey unto _____

Donald Perkins and Margaret Gebhard , the following described premises, to-wit:

Plot located in the Evergreen Ledge Cemetery in said Town of Johnson, **50 feet 6 inches to 62 feet 6 inches from the western edge of the cemetery, by 47 feet 8 inches to 51 feet 8 inches from the southern fence of the property**, 1 lot(s), each measuring 4 ft. wide by 12' long. The corners of the lot or combination of lots shall be marked with a permanent stone marker with the family initials, at the Grantees additional expense as soon thereafter as possible upon execution of this Deed. The location of the corner markers shall be laid out by agents of the Town of Johnson.

To have and hold the same unto the said Donald Perkins and Margaret Gebhard his or her heirs and assigns forever, for a place of one burial or placement of not more than three (3) cremated remains per lot and for no other use or purpose whatever, subject, nevertheless, to such general rules and regulations and such general or special assessments as now exist, or may hereafter be made by the proper authorities of cemetery.

It is expressly understood that the Town of Johnson is not responsible for the maintenance of stones or markers placed on the lots to identify the corners of the lots or to mark the location of burials or cremations within the lots.

IN TESTIMONY WHEREOF, the undersigned Selectboard, acting as Cemetery Trustees, or their authorized representative, have hereunto subscribed their name and affixed the seal, this 1st day of November 2021

I, _____, a Notary Public in and for Lamoille County and State of Vermont, do hereby certify that on this day personally appeared before me _____ and acknowledge that as Cemetery Trustees, or their authorized Representative, they executed the foregoing conveyance freely, voluntarily, for the purposes therein set forth this _____ day of _____ 20____

Notary Public

TOWN/CITY OF JOHNSON RECORDS MANAGEMENT POLICY & RETENTION PLAN

1. PURPOSE

All Vermont public agencies are responsible for creating, managing, and disposing of records in accordance with State and Federal laws and regulations. This policy is to ensure that all Town of Johnson employees conform with and are aware of those mandates.

2. SCOPE

All Town of Johnson records are public records defined by 1 V.S.A. § 317 as: “any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business.”

3. POLICY STATEMENT

It is the policy of Town of Johnson to comply with 1 V.S.A. Chapter 5, Subchapter 3 (referred to as “Vermont’s Public Records Laws”.) All written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the normal course of town business, shall be managed in accordance with the Record Retention Schedule below.

4. UNIFORM LAWS, STANDARDS, AND PROCEDURES

- a. 1 V.S.A §§315-320: Access to Public Records, including V.S.A. § 317A: Disposition of Public Records
- b. <https://www.sec.state.vt.us/media/27740/PublicRecordsLaw.pdf>
- c. 3 V.S.A. § 117: Vermont State Archives and Records Administration
- d. <http://legislature.vermont.gov/statutes/section/03/005/00117>
- e. 3 V.S.A. § 218: Agency/Department Records Management Program
<http://law.justia.com/codes/vermont/2012/title03/chapter9/section218>
- f. Archives and Records Management Handbook <https://www.sec.state.vt.us/archives-records/records-management/handbook.aspx>

5. GENERAL RECORD SCHEDULES and DISPOSITION ORDERS

Vermont State Archives & Records Administration's (hereafter referred to as VSARA) General Record Schedules (GRS) shall govern the management of records, specifically access, retention, and disposition. In limited circumstances Disposition Orders (DO) may continue to be used until superseded by GRS.

In a few instances VSARA has yet to issue a GRS to define the retention period. These documents will be retained until a ruling has been made.

6. RECORDS MANAGEMENT GUIDELINE

On an annual basis beginning in (name of month, year) and every (name of month) thereafter, the Town of Johnson will review and dispose of any records that have been completed, closed, expired, or superseded as specified in the Record Retention Schedule (below) provided that:

- a. The record has been authorized for destruction through a GRS or DO; and
- b. The minimum retention requirement for the record, as stated in the applicable GRS or DO, has been fully met.
- c. Any additional retention requirement adopted by the town/city and included in this policy has been fully met.

Records not yet covered by a GRS or DO will not be destroyed and will be retained by the Town of Johnson.

VSARA has defined the term "permanent retention" as meaning until the State of Vermont no longer exists.

The term "audit" is defined as an examination by a public accounting firm.

Documents may be scanned for ease of access, but this is not considered permanent retention unless provision is made by the Town of Johnson to transfer files to future file formats.

To bring the Town of Johnson into compliance with this policy, an internal review and subsequent destruction of records as authorized by this policy will take place beginning in (name of month, year).

This Policy supplants any Record Retention Policy or practices in existence prior to its effective date. All earlier revisions of this document are superseded by this revision.

7. REFERENCES

The following references are used for determining the record retention schedule: Disposition Order (DO), State of Vermont Agency of Administration, Public Record Division, State of Vermont General Record Schedule (GRS) and VSARA, and the Environmental Protection Agency. (add/edit list of references as necessary)

(list appropriate GRS & Dos by names/numbers)

- GRS-1000.1002 Accounting Records
https://www.sec.state.vt.us/media/66914/GRS-10001002_Accounting.pdf
- GRS-1000.1012: Budget Records
https://sos.vermont.gov/media/o2mb3bga/grs-10001012_budgetrecords.pdf
- GRS-1000.1103: Operational / Managerial Records
https://sos.vermont.gov/media/klxll2ro/grs-10001103_managing.pdf
- GRS-1009.1103: Payroll Management Records
https://sos.vermont.gov/media/20shnjyc/grs-10091103_payrollrecords.pdf
- GRS-1304.1103: Personnel Files
https://sos.vermont.gov/media/zdka4izb/grs-13041103_managingemployees.pdf
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8. RECORDS RETENTION PLAN

The following table reflects the types of records maintained by the (name of town), their location, GRS or DO retention references, retention required by the reference, and the town/city additional retention requirements. This policy authorizes town/city employees to properly dispose of records that have reached the end of their retention period.

Type of Record	Location	Applicable GRS or DO	Retention
Routine Security Recordings	NA	GRS-1000.1103.145 - Logs	Continuously recorded over, 0 years
Security Recordings	Municipal Office Common Drive	GRS-1000.1103.144 - Reports	Minimum 3 years

Adopted at Selectboard Meeting on : _____

Selectboard Chair

Selectboard members:



catch basin / Drainage inlet

catch basins with drains
 Catch basins

Showing Distance

131 ft

280 ft

80 ft

45 ft

77 ft

260 ft

River Rd
 Street
 new one

Rail Rd Street

MANCHESTER INVESTMENTS INC
 10-02-04
 14.19A
 (1.2A)

MANCHESTER INVESTMENT INC
 10-02-04
 14.19A
 (1.9A)

22-01-21
 4.72A
 (2.5A)
 PARKER

22-01-25
 2.74A
 (2.6A)
 MINGLEDORFF DALE

22-01-23
 0.8A
 (0.1A)
 PEATMAN NORMAN

22-01-23
 0.8A
 (0.5A)
 PEATMAN NORMAN

22-01-21
 4.72A
 (1.9A)
 PARKER

22-01-2
 2.6A
 (2.6A)
 COLE AL